

Preparing for an Effective Review Day

Introduction

The Utah Foster Care Citizen Review Board has been conducting case reviews since 1993. Since then much has been learned about conducting effective case reviews. Furthermore, the Utah FCCRB utilizes the combined experience and wisdom of the National Association of Foster Care Reviewers training curriculum.

Based on this experience and wisdom the following roles and responsibilities have been defined below. Children and their families will experience a high quality case review when the roles and responsibilities are followed.

The Roles in the Review Process:

1. **The Participants:** caseworker, supervisor, child, foster parent, natural parents, therapist, guardian ad litem, attorney general, other providers.
2. **The Review Board Members** – A trained volunteer review board member.
3. **The Waiting Area Coordinator** – A rotating responsibility of board members. Each case will have a waiting area coordinator assigned to assure the participants are warmly welcomed; notify the review board of arrivals; coordinate with FCCRB staff to assure no contact court orders are kept; observe the interaction of individuals in the waiting area and interact with children while waiting.

Two very important notes for the waiting area coordinator:

- Give other board members your observations at the end of each review and participate in the composition of the Dispositional Report.
- **DO NOT address the foster parents by their last name. This assures confidentiality.**

The Review Board Chairperson – A trained volunteer review board member with additional responsibilities.

- Assure all Review Board members have been introduced to each other
- Read the FCCRB Opening Statement
- Be aware of time management for the review day
- After the review, read the draft Dispositional Report; discuss or note any revisions with the Board Coordinator; sign the Dispositional Report on behalf of the board and mail back to the Board Coordinator promptly.

4. **The Review Board Coordinator** – The FCCRB staff person ultimately accountable for the review process.